

EFFECTIVE DATE: November 4, 1981

REVISION DATES: January 2, 1990

SUBJECT: TEMPORARY SERVICES PROGRAM

I. PURPOSE:

The City of San Antonio's Temporary Services Program is designed to provide a resource to meet departments' needs for temporary employees who shall be available to work on short-term and special assignments, allowing departments to operate at maximum efficiency during peak work load and vacation periods and to temporarily replace employees on extended leave of absence.

II. RESPONSIBILITIES:

A. Department Management:

1. It shall be the responsibility of the department head to comply with the procedures outlined in this directive.
2. The department head shall approve each departmental request for temporary services; and the department head or designated representative shall complete all necessary forms related to the Temporary Services Program.
3. The department head or designated representative shall ensure that requests for overtime pay are approved by the Budget and Research Department prior to the overtime work being performed.

B. Budget and Research Department:

1. The Budget and Research Department shall monitor expenditures for temporary services.
2. The Budget and Research Department shall approve all new requests for and extensions of temporary services and shall submit the approved Temporary Services Request Form to the Coordinator at least five (5) days prior to the requested employment date.
3. The Budget and Research Department shall approve requests for overtime pay and shall notify the Coordinator of approval.

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C. Personnel Department:

1. The Temporary Services Program shall be under the direction of the Director of Personnel, who shall designate a Temporary Services Coordinator to administer the Program. The Coordinator shall ensure that the Program is carried out in accordance with the terms of this directive.
2. The Personnel Department shall be responsible for recruiting, screening, selecting, and orienting qualified temporary applicants.
3. The Coordinator shall maintain a register of eligibles for select job classifications (Attachment) and shall consider requests to fill other job classifications on an individual or as needed basis. The listing of job classifications included in the Program for which registers of eligibles have been established may be revised as necessary to meet departments' demands. Classifications may be added to or deleted from the listing without revising this entire directive.
4. The Coordinator shall review temporary requests; make assignments; monitor status of temporary employees; process payrolls; distribute pay checks; and evaluate the Program.

III. PROCEDURES:

A. Requests for Temporary Services:

1. A department shall request the services of a temporary employee by submitting the Temporary Services Request Form (Attachment) to the Budget and Research Department for approval prior to submitting the request to the Personnel Department.
2. The Temporary Services Request Form for new requests and extensions must be received by the Coordinator at least five (5) days prior to the requested employment date.

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B. Employment Processing:

1. Each applicant shall be screened in accordance with established guidelines utilized to assess the qualifications included on the official City of San Antonio class specification. The temporary employee shall be placed only in a classification for which he/she qualifies.
2. The temporary employee shall be hired pending pre-employment investigation.
3. The Coordinator shall refer applicants for designated job classifications to the City Physician for medical evaluations.

C. Payroll Procedures/Benefits:

1. The City of San Antonio shall pay the temporary employee on a bi-weekly basis. The time sheet (Attachment) shall be submitted to the Coordinator by twelve (12) noon on the first work day following the end of a pay period or immediately upon completion of the temporary assignment.
2. The Coordinator shall submit the payroll to the Finance Department.
3. The temporary employee shall not be eligible for retirement, life and health insurance, personal and annual leave, or other types of leave (except jury duty). However, the employee shall be covered by Workers' Compensation, Unemployment Insurance, shift-differential and overtime pay.

D. Performance Reviews:

1. The supervisor shall monitor the performance of the temporary employee and shall evaluate the employee at the assignment's completion or at intervals designated by the Coordinator during a long-term assignment. (Attachment)
2. The supervisor shall immediately notify the Coordinator of unsatisfactory job performance or serious misconduct. The Coordinator shall take the necessary steps to rectify the situation.

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3. The Coordinator may place the temporary employee who receives one (1) overall poor performance review on probation, which shall be lifted upon improvement. The Coordinator shall terminate the temporary employee immediately upon receipt of a second overall poor performance review.

E. Promotions:

1. The Coordinator may consider a temporary employee for promotion within the Temporary Services Program if the employee meets the minimum requirements for the higher classification. The Coordinator may consider previous overall performance reviews and examination scores.
2. The Coordinator shall approve each promotion within the Temporary Services Program.

F. Permanent Positions:

1. The temporary employee who applies for a permanent position with the City of San Antonio must comply with existing application rules and procedures.
2. The temporary employee shall be required to give two-weeks notice to the Coordinator prior to moving into a permanent position.
3. If hired, the employee must fulfill the requirements of the initial probationary period.

G. Termination of Employment:

1. The Coordinator may terminate a temporary employee for poor job performance; poor attendance (including punctuality); failure to accept job assignments on a frequent basis; and violation of any of the rules of the City of San Antonio. The employee who is dismissed shall have no appeal rights to the Municipal Civil Service Commission.
2. The temporary employee shall be required to give two-weeks notice to the Coordinator prior to terminating employment with the Temporary Services Program.

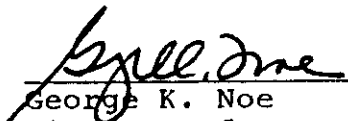
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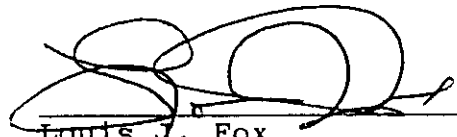
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H. General Guidelines:

1. The type and duration of work assignments shall vary depending on the departments' needs. The Coordinator shall reassign temporary employees as necessary.
2. The work schedule shall not exceed forty (40) hours per week unless approved by the Budget and Research Department.
3. If the Coordinator is unable to fill a request, it may become necessary to make limited use of contractual services. The Coordinator shall serve as liaison with all outside temporary agencies.


George K. Noe
Director of Personnel


Louis J. Fox
City Manager

1/9/90
Date

Job Classification Included In Temporary Services Program
For Which Registers Of Eligibles Have Been Established

<u>Job Class</u>	<u>Job Class No.</u>
Account Clerk I	0871
Building Custodian	7560
Clerk I	0002
Clerk Typist I	0009
Clerk Typist II	0010
Community Service Aide	0292
Court Officer	0649
Data Edit Clerk	0011
Data Entry Clerk	0005
Equipment Operator I	7400
Laborer	7000
Mail Clerk	0006
Secretary I	0017
Secretary II	0014

TEMPORARY SERVICES REQUEST FORM

(Submit to Temporary Services Coordinator, Personnel Department, after approval by Budget and Research Department.)

Check one: New Request _____
Extension _____

Date(s) Services Needed: From _____ through _____
Job Title: _____ Work Hours: From _____ To _____
Department: _____ Work Days: _____
Division: _____ Activity No.: _____
Work Location: _____ Index No.: _____
Supervisor: _____ Phone No.: _____
Description of work to be performed: _____

Department Head Signature: _____ Date: _____

BUDGET AND RESEARCH DEPARTMENT
TO BE COMPLETED BY BUDGET MANAGEMENT ANALYST

Approved ()
Disapproved ()

Budget Management Analyst Date

Date(s) of Services approved by Budget & Research Department:
From _____ Through _____

PERSONNEL DEPARTMENT

Approved:

Temporary Services Coordinator Date

TO BE COMPLETED BY TEMPORARY SERVICES COORDINATOR

Date Filled _____

Name _____ Classification _____ Grade/Step _____

Class Code _____ Sex _____ Race _____ Hourly Rate _____

Comments: _____

TEMPORARY SERVICES TIME SHEET
PERSONNEL DEPARTMENT

Employee's Name _____ Department _____

Social Security No. 1 2 Activity No. 10 15

Job Title _____ Index No. 16 21

Payroll Period _____ Hourly Rate 22 26

Payroll Date 27 32 Job Class 33 36

WEEK 1

DATE	DAY	STANDARD HRS. WORKED	OVERTIME HRS.
	Saturday		
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
		STANDARD WEEKLY HRS.	OVERTIME WEEKLY HRS.

WEEK 2

DATE	DAY	STANDARD HRS. WORKED	OVERTIME HRS.
	Saturday		
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
		STANDARD WEEKLY HRS.	OVERTIME WEEKLY HRS.

Start Date: 37 42

Stop Date: 43 48

Grand Total: 49 53 54 58

INSTRUCTIONS: This Time Sheet must be received by Temporary Services Coordinator no later than Noon of the first work day following the end of a pay period. (See Schedule of pay periods and due dates.) A late or incorrect Time Sheet could mean a delayed check.

All overtime should be approved by Budget & Research Department prior to its origin. Overtime is defined as time worked over 40 hours per week.

We certify that the hours shown above are correct:

Employee's Signature _____ Date _____

Supervisor's Signature _____ Phone _____

FOR PERSONNEL DEPARTMENT USE ONLY

FUND/ACTIVITY CODE _____

INDEX CODE NUMBER _____

HOURLY RATE _____

HOURS WORKED _____

COST _____

F.I.C.A. _____

TOTAL CHARGES _____

Temporary Employee Evaluation Report

Soc. Sec. No. _____

Name _____
 (Last) (First) (MI)

Period covered From _____
 by Report Thru _____

Dept. _____

Job Class Title _____ Job Class No. _____

Rate the temporary employee in each category based upon the following rating scale:

- 5 - Outstanding
- 4 - Above Average
- 3 - Average
- 2 - Below Average
- 1 - Poor
- N/A - Not Applicable

RATING CATEGORY	RATING (CIRCLE ONE)					
A. Attendance (Including Punctuality)	5	4	3	2	1	N/A
B. Planning & Organizing	5	4	3	2	1	N/A
C. Compliance with rules and Regulations	5	4	3	2	1	N/A
D. Decision-Making Skills (Judgement)	5	4	3	2	1	N/A
E. Ability to Get Along with Co-Workers/Supervisors/Public	5	4	3	2	1	N/A
F. Appearance, as it Relates to Job	5	4	3	2	1	N/A
G. Communication Skills	5	4	3	2	1	N/A
H. Safety	5	4	3	2	1	N/A
I. Care of Equipment	5	4	3	2	1	N/A
J. Meets Work Schedule & Use of Time (Initiative)	5	4	3	2	1	N/A
K. Typing Skills	5	4	3	2	1	N/A
OVERALL RATING (AVERAGE OF A - K)						

COMMENTS: _____

Rater's Name: _____ (Please Type)

Rater's Signature: _____ Date: _____
 (Supervisor)

Employee's Signature: _____ Date: _____

(The signature of the employee does not signify that the employee agrees with the rating but merely that the employee has received the evaluation.)

-----TO BE COMPLETED BY SUPERVISOR-----

1. Would you use this person for future temporary assignments?

2. How would you rate the effectiveness of the Temporary Services Program in filling your request?

Excellent _____ Good _____ Fair _____ Poor _____

If fair or poor, please state reasons. _____

3. Was the employee qualified for the job assignment? _____

If no, please comment. _____

4. How can the Temporary Services Program be of greater assistance in filling future requests? _____

Supervisor's Signature _____

Date _____

Upon completion of both sides of this report, please return to Temporary Services Coordinator, Personnel Department.

**TEMPORARY SERVICES TIME SHEET
PERSONNEL DEPARTMENT**

Employee's Name _____ Department _____

Social Security No. 1 2 Activity No. 10 15

Job Title _____ Index No. 16 21

Payroll Period _____ Hourly Rate 22 26

Payroll Date 27 32 Job Class 33 36

WEEK 1

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	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
		STANDARD WEEKLY HRS.	OVERTIME WEEKLY HRS.

WEEK 2

DATE	DAY	STANDARD HRS. WORKED	OVERTIME HRS.
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HOURS WORKED _____

COST _____

F.I.C.A. _____

TOTAL CHARGES _____